

Job Seeking **Skills Workshops**

January - March, 2020

★ **Manti Employment Center**
55 S. Main Suite #3 • Manti, Utah

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information,
please call
435-835-0720, visit
jobs.utah.gov or come to
DWS at 55 S. Main Suite #3
Manti, UT.

RESUME WRITING:

Jan 8, 22	10:00 AM–12:00 PM
Jan 15, 29	1:00 PM–3:00 PM
Feb 5, 19	10:00 AM–12:00 PM
Feb 12, 26	1:00 PM–3:00 PM
Mar 4, 18	10:00 AM–12:00 PM
Mar 11, 25	1:00 PM–3:00 PM

INTERVIEWING SKILLS:

Jan 8, 22	1:00 PM–3:00 PM
Jan 15, 29	10:00 AM–12:00 PM
Feb 5, 19	1:00 PM–3:00 PM
Feb 12, 26	10:00 AM–12:00 PM
Mar 4, 18	1:00 PM–3:00 PM
Mar 11, 25	10:00 AM–12:00 PM

RESUME WRITING: Learn how to write and design an effective resume that will get you an interview. Receive resume and cover letter examples to assist in completing your personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

american**jobcenter**

jobs.utah.gov